



## DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

National Institutes of Health  
Clinical Center, Office of Purchasing and Contracts  
Bethesda, Maryland 20892

**DATE:** April 28, 2017

**TO:** All Interested Offerors

**SUBJECT:** Cover Letter, Request For Proposal (RFP) Number NIHCL2017072  
Program Title: NIH CC Patient Call Communication System

This cover letter is a summary of the salient elements of the procurement, but not an integral part of the subject Request For Proposal (RFP). In the event of a conflict between the RFP Cover Letter and RFP, data and information in the RFP shall prevail.

You are invited to submit to the National Institutes of Health (NIH), a proposal for a Patient Call Communication System for the NIH Clinical Center (CC).

The Government anticipates that the award will result in an indefinite quantity fixed-price delivery order type contract. The total life of the contract inclusive of the base period and all option periods is 5 years. The solicitation is being issued as a 100% small business set-aside and will contain the following North American Industry Classification System (NAICS) and Size Standard: NAICS 334290, Size Standard: 750 employees.

Offerors shall submit the technical and business proposals on paper and CD copies as requested in Section L of the RFP. Proposal responses are due May 30, 2017, 12:00 p.m., local prevailing time. The place designated for the receipt of technical and business proposals at the date and time specified above is the National Institutes of Health, Clinical Center, Office of Purchasing and Contracts, 6707 Democracy Blvd., Suite 106, Bethesda, MD 20892-5480, Attention: Rieka Plugge.

Prior to the date and time specified above, proposals either mailed or hand-carried will be received during normal weekday business hours only (Monday – Friday, 8:00 a.m. through 4:00 p.m., local prevailing time at the National Institutes of Health, Clinical Center, Office of Purchasing and Contracts, 6707 Democracy Blvd., Suite 106, Bethesda, MD 20892-5480, Attention: Rieka Plugge.

Formal communications including requests for clarifications and/or information concerning this solicitation shall be submitted electronically to Contract Specialist, Rieka Plugge, at [rieka.plugge@nih.gov](mailto:rieka.plugge@nih.gov) as requested in Section L of the RFP by May 17, 2017. Offerors may submit requests for clarification of any article of the solicitation by May 17, 2017, 12:00 p.m., local prevailing time. Government responses to Interested Offeror questions shall be issued as an amendment to the RFP in FedBizOpps and shall be posted on or about May 23, 2017. The Government will respond to each question and release the results in the form of an RFP amendment. Should any request for clarification be received after that time frame, the Government reserves the right not to provide a response. However, if in the Government's opinion, the clarification request raises an issue of significant importance, the Government may provide a written response to all Offerors.

All Offerors are cautioned to carefully review Section L of this RFP concerning late proposals, modifications of proposals, or withdrawal of proposals. Please prepare your proposals strictly in accordance with the instructions set forth in Part IV – Section L of this RFP. Proposals will be evaluated in accordance with Section M. Your proposal must have an acceptance period of not less than 120 days. Failure to comply with instructions could result in your proposal being considered unacceptable.

The NIH CC Primary Point of Contact (POC) for this procurement is Contract Specialist, Ms. Rieka Plugge. Ms. Plugge may be reached by telephone on (301) 496-1199 and by e-mail at [rieka.plugge@nih.gov](mailto:rieka.plugge@nih.gov). The National Institutes of Health Secondary Point of Contact (POC) for this procurement is Contracting Officer, Mr. Julius Tidwell. Mr. Tidwell may be reached by telephone on (301) 496-0101 and by e-mail at [JTidwell@cc.nih.gov](mailto:JTidwell@cc.nih.gov). **You are cautioned to contact only the Primary and/or Secondary Points of Contact concerning this RFP until the contract is awarded.**

All communications should cite the subject RFP number. All Offerors are encouraged to complete the registration request when accessing the RFP. This registration information will be used to compile the official solicitation mailing list and will constitute the initial list of interested parties.

Thank you for your interest in NIH procurements. We look forward to receiving your offer.

Sincerely,

**Julius Y. Tidwell**  
Contracting Officer

**Rieka Plugge**  
Contract Specialist